

Ikuti instruksi di bawah ini untuk mentransfer alamat pengiriman dari Software FedEx Ship Manager™ ke FedEx Ship Manager™ di fedex.com

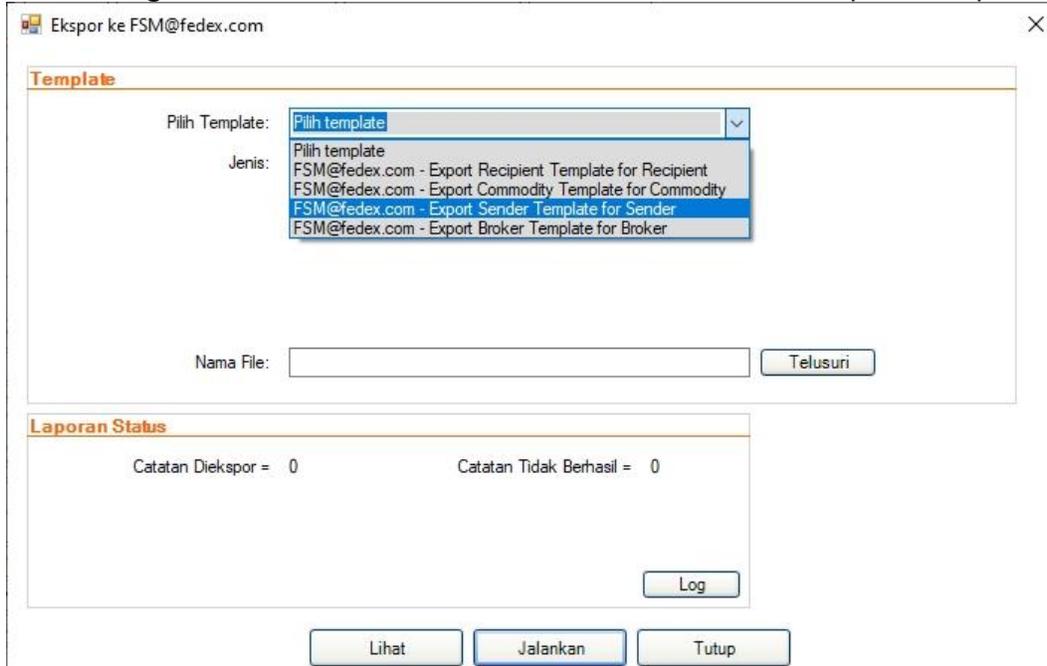
Catatan: Instruksi di bawah hanya berlaku untuk Software FedEx Ship Manager™ Versi 10 ke atas. Untuk versi 9 atau yang lebih lama, harap hubungi hotline teknis untuk dukungan migrasi.

LANGKAH 1. Luncurkan Software FedEx Ship Manager™

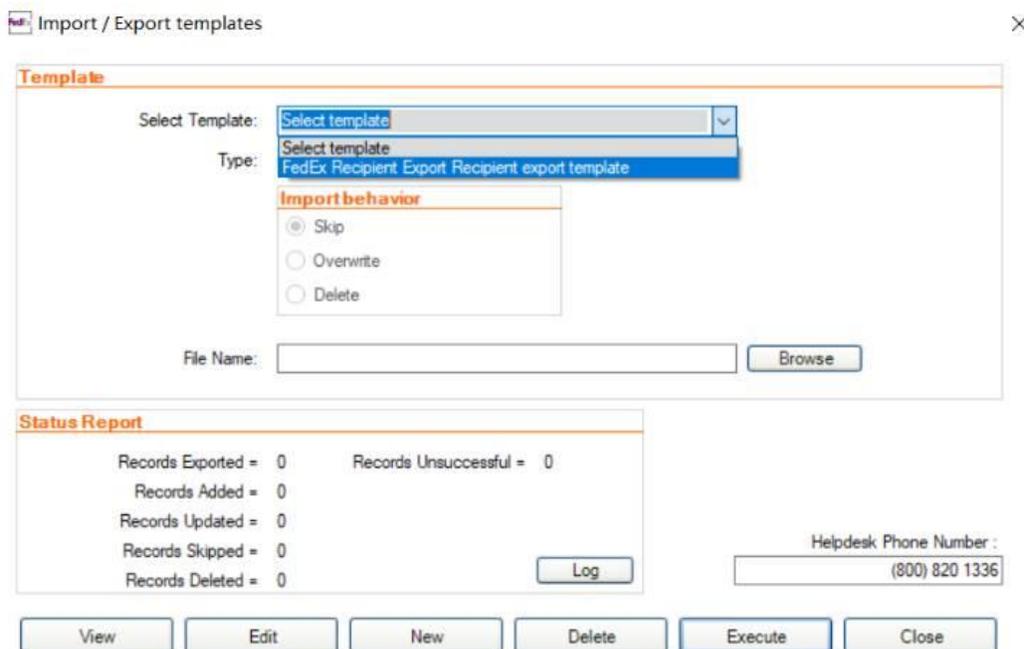
LANGKAH 2. [Versi 12 ke atas] Pilih tab File di Menu Atas dan Pilih “Ekspor ke FSM@fedex.com”

[Versi 10 dan 11] Pilih tab File di Menu Atas dan Pilih “Impor/Ekspor templat”

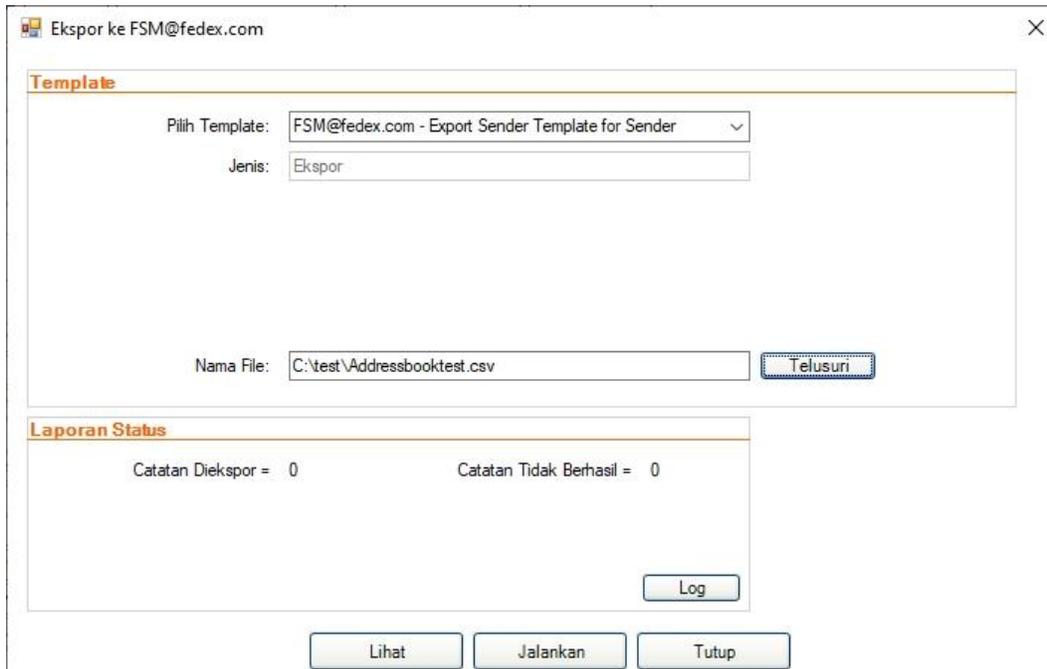
LANGKAH 3. [Versi 12 ke atas] Klik panah di sebelah kolom Pilih Templat dan pilih kategori dari menu drop-down. Misalnya: “FSM@fedex.com - Ekspor Templat Pengirim untuk Pengirim” **[Versi 13 ke atas]** baris alamat ke^{tiga} tidak dapat diekspor dalam templat



[Versi 10 dan 11] Klik panah di sebelah kolom Pilih Templat dan pilih “Templat ekspor Penerima Ekspor Penerima FedEx”



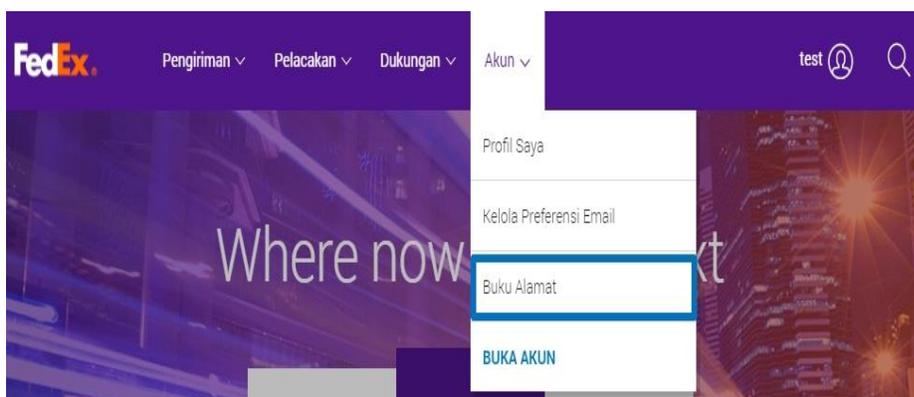
LANGKAH 4. Klik Telusuri dan Masukkan nama file baru untuk mengekspor informasi pengirim.



LANGKAH 5. Setelah semua data diekspor, pesan pop-up menunjukkan “Arsip yang diekspor”. Klik OK.



LANGKAH 6. Masuk ke fedex.com dan pilih “Akun -> Buku Alamat” dari tab utama untuk masuk ke halaman Buku Alamat



LANGKAH 7. Pilih “Impor/Ekspor -> Impor/Ekspor” dari tab utama

The screenshot shows the FedEx Address Book interface. At the top, there are navigation tabs: 'Addresses', 'Groups', 'Import / Export', 'Customize', and 'Administration'. The 'Import / Export' tab is selected and highlighted with a blue box. Below the tabs, there is a search bar and a table of addresses. The table has columns for Contact name, Contact ID, Company, Country/Location, and Checked. The 'Import / Export' dropdown menu is open, showing the 'Import / Export' option highlighted in blue.

LANGKAH 8. Masukkan atau Pilih data di bawah ini

- “Impor sebagai” – gunakan panah drop-down untuk memilih sebuah golongan (contoh: Pengirim)
- “File untuk mengimpor” – Pilih file yang Anda arsipkan sebelumnya (mis.,: sender.csv)
- Klik tombol “Impor” di pojok kanan bawah

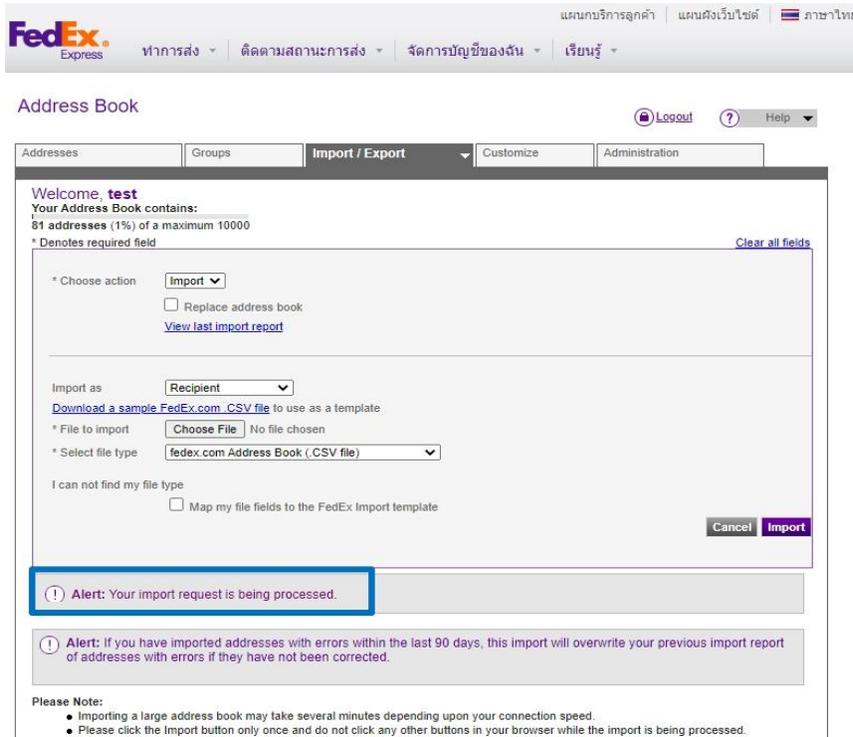
The screenshot shows the FedEx Address Book interface with the 'Import' form open. The form has a dropdown menu for 'Choose action' set to 'Import'. There are checkboxes for 'Replace address book' and 'View last import report'. The 'Import as' dropdown is set to 'Recipient'. There is a 'Choose File' button and a 'Select file type' dropdown set to 'fedex.com Address Book (.CSV file)'. The 'Import' button is highlighted in blue. Below the form, there is an alert message and a 'Please Note' section.

Alert: If you have imported addresses with errors within the last 90 days, this import will overwrite your previous import report of addresses with errors if they have not been corrected.

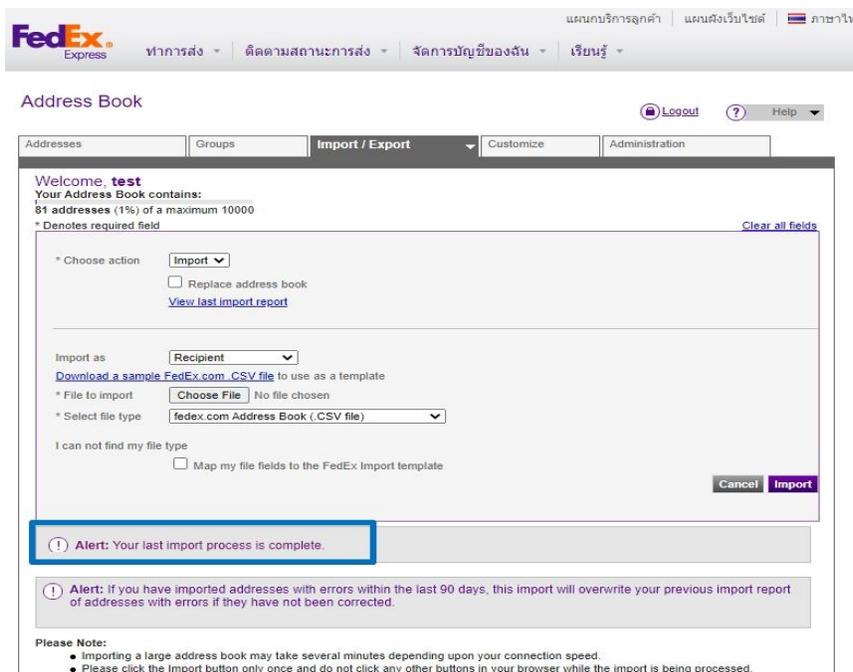
Please Note:

- Importing a large address book may take several minutes depending upon your connection speed.
- Please click the Import button only once and do not click any other buttons in your browser while the import is being processed.

LANGKAH 9. Pesan peringatan muncul di layar saat software mentransfer file alamat Anda



LANGKAH 10. Saat file alamat Anda berhasil ditransfer ke FedEx Ship Manager™ di fedex.com, pesan peringatan menunjukkan “Proses impor terakhir Anda selesai”



Keterangan – Jika Anda telah mengimpor alamat dengan kesalahan, silakan klik “Lihat tautan arsip impor terakhir” dan ikuti instruksi pada layer

Import Report
Your Address Book contains:
81 addresses (1% of a maximum 10000)

The following entries were imported on 05-02-2021 with invalid or missing information. You must correct these address entries before use. They will be stored for 90 days from the above date for your convenience. They will be deleted after 90 days or upon your next import of addresses containing errors.

Row	Contact name	Address 1	Reason	Sender/Recipient/Broker
1	Test name	address line 1	Duplicate Address ID - MODIFIED	Recipient
2	Test name	address line 1	Duplicate Address ID - MODIFIED	Recipient

Alasan ditolak

Edit catatannya segera

Please note:

- Contacts that you have imported with errors appear in this Import Report but not in the Address Book. It is strongly recommended that you correct the errors in this Import Report so that the contacts can be displayed in your Address Book.
- If your address book contains the maximum number of entries, you will not be able to correct an address from the import report until addresses are deleted from your address book.

Total addresses successfully imported: 0
Total addresses accepted with errors: 2
Total addresses rejected: 0

- Pelanggan juga dapat mengubah data di csv dan melakukan proses impor kembali.
- Kemungkinan alasan penolakan
 - Negara Bagian Tidak Valid / Hilang (diwajibkan untuk AS, CA, BT, IN dan AE)
 - Nomor Telepon Tidak Valid / Hilang (Nomor telepon AS harus terdiri dari 10 digit)
 - Zip / Pos Tidak Valid / Hilang
 - Duplikat ID Alamat - DIUBAH (dapat diabaikan)

Langkah 11. Ulangi langkah-langkah untuk menyelesaikan transfer penyimpanan alamat untuk penerima dan broker.